

Standing Committees have the flexibility to use a work session notes template tailored to their needs, as long as it fulfills the minimum requirements.

Work Session Notes

• Notes are a record of what is done at a work session, not what is said.

Notes do not include

- Detailed Discussion
- Personal opinion
- Motions withdrawn
- Entire reports (rather, attach separately)

Notes should include:

Standing Committee Name: CHASE

Date of Work Session: 3-25-26

Location of Work Session: NEISD Central office

List of attendees (note presence of a quorum)

<u>Sean Metcalf</u>	
<u>Anton Kowalski</u>	
<u>GUN ROSS</u>	

Time work session was called to order: \_\_\_\_\_

*For motions, please be sure to include motion text, name of maker and name of seconded by and status/results of motions*

Approval of previous work session notes

Current work session items



*Continuation of current work session items*

**Future work session action items:**

Time work session was adjourned: \_\_\_\_\_